

# TISSUE TRANSPLANT COORDINATOR CERTIFICATION GUIDELINES

## - REGULATORY AND ADMINISTRATIVE POLICIES –

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## **I. REGULATORY POLICIES**

### **A. General Rules**

#### **Article 1**

The aim of the JSTT certification system for tissue transplant coordinators (Certification) is the contribution to the welfare of the Japanese nation, by upgrading the quality and promoting the development of transplant medicine.

#### **Article 2**

JSTT establishes certification for tissue transplant coordinators (coordinators) in order to fulfill the aim stated in Article 1.

### **B. Managerial Organization of the System**

#### **Article 3**

JSTT shall establish the Committee for Human Tissue Transplant Coordinators (Coordinator Committee) and the Certification Committee for Human Tissue Transplant Coordinators (Certification Committee) as implementation units of certification. When the chairperson of the Certification Committee deems it necessary and appropriate, the chairperson of the Coordinator Committee shall attend the sessions held by the Certification Committee.

#### **Article 4**

The Coordinator Committee shall be responsible for general management of certification, administration of the certification assessment, and settling questions that may arise during the course of operating certification. The Certification Committee shall be responsible for implementation of the coordinator qualification tests, assessment of the test results and coordinator candidates.

### **C. Eligibility and Qualification Criteria for the Coordinators**

#### **Article 5**

A candidate for coordinator must fulfill the criteria and requirements listed below.

1. Graduated from a senior college in the medical field or an equivalent level of education
2. Membership of JSTT when applying
3. Minimum of 1 total year of practical experience at a tissue bank. Adequate level of relevant experience, skill, and knowledge proven to be successfully acquired.
4. Participation in the JSTT workshops for tissue transplant coordinators at more than specified times. Passed written tests with successful results and passed practical performance competency tests.

### **D. Assessment and Certification**

#### **Article 6**

A candidate for coordinator shall submit the application and pay the assessment fee to

the Coordinator Committee as stipulated in the Administrative Policies.

#### Article 7

The Certification Committee conducts the annual certification tests and performs assessment on whoever applied through the Coordinator Committee.

#### Article 8

The Certification Committee shall report the results of assessment to the Coordinator Committee, and the Coordinator Committee shall report to the chief director of JSTT.

#### Article 9

With the approval of the executive board on the assessment results brought forward from the Coordinator Committee, the chief director duly registers successful candidates as coordinators and issues certificates.

#### Article 10

Those who intend to receive coordinator certification shall pay the specified registration fee.

#### Article 11

Coordinator certification is valid for 3 years.

#### Article 12

Loss of the certificate should immediately be reported to the secretariat of JSTT. Arrangements for reissuing of the certificate should be made promptly along with a payment of 10,000 JPY.

### E. Recertification

#### Article 13

Those who are registered and certified as a coordinator must renew their certification every 3 years

#### Article 14

Those who apply for recertification must submit the application and pay the recertification fee to the Coordinator Committee as stipulated in the Administrative Policies.

#### Article 15

The Coordinator Committee conducts the annual renewal assessment for the recertification of applicants.

#### Article 16

The Coordinator Committee reports the results of assessment to the chief director.

#### Article 17

With the approval of the executive board on the assessment results brought forward from the Coordinator Committee, the chief director duly renews the registration of successful candidates, and issues the certificates.

## Article 18

Those who intend to receive the certificate of the coordinator shall pay the renewal registration fee of the specified amount.

## Article 19

Coordinators who are ill, study abroad or have other valid reasons submitted to the authorized Coordinator Committee, may be temporarily exempted from the recertification regulatory restrictions and the expiration limit may be extended. The length of the extended period shall be subtracted from the next recertification period. The qualification as a coordinator shall be valid during the extended period.

## F. Disqualification and Suspension

### Article 20

One shall be disqualified as a coordinator when one or more of the following apply:

1. Deceased,
2. Failed to renew the certificate,
3. Withdrew from membership of JSTT,
4. Failed to meet requirements for certification,
5. Inappropriate behaviour as a coordinator

### Article 21

Qualification of those who failed the certification tests shall be suspended for 2 years. When such person failed to pass the designated renewal tests following the suspension period, he/she shall be disqualified through the decision of the executive board and the Coordinator Committee.

### Article 22

As stipulated in Article 20 -5, when there was inappropriate behavior as a coordinator, or a false statement found in the application, such coordinator shall be disqualified through the decision of the executive board and the Coordinator Committee.

### Article 23

As stipulated in Article 5, the coordinator must be a member of JSTT. If the coordinator fails to pay the membership fee for more than 1 year, his/her qualification shall be suspended. During such suspension period, the certificate and other qualifying document must be returned to and held by JSTT.

## G. Supplementary Provisions

### Article 24

The regulation stated herein shall come into immediate effect with authorization of the executive board.

### Article 25

Amendment or abolition of the regulations stated herein requires the decision and authorization of the executive board and the Coordinator Committee. The Administrative Policies stipulate the implementation of amendment or abolition.

## II. ADMINISTRATIVE POLICIES

### A. Management

#### Article 1

In order to implement JSTT certification for tissue transplant coordinators, the Administrative Policies stipulate additional rules that are not covered by the Regulation.

### B. Committee for Human Tissue Transplant Coordinators and Certification Committee for Human Transplant Coordinators

#### Article 2

The number of members of the Committee for Human Tissue Transplant Coordinators (Coordinator Committee) shall not surpass ten, and that of the Certification Committee for Human Transplant Coordinators (Certification Committee) shall not surpass five.

#### Article 3

The tenure of the members of the Coordinator Committee and the Certification Committee shall be two years. Members may be reappointed, but for not more than four consecutive years.

#### Article 4

The chief director shall appoint the chairperson of the Coordinator Committee and that of the Certification Committee.

#### Article 5

The respective chairperson of the Coordinator Committee and the Certification Committee shall appoint the members of each committee.

#### Article 6

When a vacancy is created, the chairperson of the respective Committee shall appoint a new member to fill the post. The tenure of the member appointed for the vacant post shall be the remaining period of the predecessor.

#### Article 7

More than two-thirds of the appointed members must be present for the Coordinator Committee's sessions. A decision of the Coordinator Committee requires the approval by a majority of the present members. In case of a tie vote, the chairperson shall make a decision. A written document shall not be accepted or counted as participation in the sessions.

#### Article 8

Members of the Coordinator Committee and the Certification Committee must keep all personal information of other members confidential.

#### Article 9

The secretariat of JSTT shall administrate the clerical work of the Coordinator Committee and the Certification Committee.

## C. Application Procedure

### Article 10

A candidate for coordinator shall submit the following materials to the Coordinator Committee as the application.

1. The Application Form (specified elsewhere)
2. Curriculum Vitae (specified elsewhere)
3. Photocopy of license of state qualification (if available)
4. Record of coordination achievement (specified elsewhere)
5. Certificate of employment (at a tissue bank, etc.) (specified elsewhere)
6. Reference letter issued by the head of the organization (specified elsewhere)
7. Attendance slips of the JSTT workshops, or other relevant documentation proving participation. (2 or more photocopies accepted)

## D. Application for Recertification

### Article 11

Those who apply for the recertification of coordinator must submit the following materials to the Coordinator Committee within the last valid fiscal year of the current certificate.

1. Renewal Application Form (specified elsewhere)
2. Curriculum Vitae (specified elsewhere)
3. Records of performance and achievement (specified elsewhere)

### Article 12

Coordinators who are 65 or over at the point of recertification application, are exempted from submission of Article 11(2)-the CV, and (3)-the records of performance and achievement, and also from payment of the renewal assessment fee.

## E. Fee for Assessment and Registration

### Article 13

The fee for assessment is as follows:

Certification assessment fee:	5,000 JPY
Renewal assessment fee:	5,000 JPY

### Article 14

The assessment fee shall be non-refundable.

### Article 15

The fee for registration is as follows:

Certification registration fee:	10,000 JPY
Renewal registration fee:	5,000 JPY

### Article 16

The registration fee shall be non-refundable.

F. Time and Place for Application Acceptance

Article 17

Six months prior to implementation of tests and assessment for certification/recertification, the Coordinator Committee shall announce the time and other details for application.

Article 18

The application documents and the fee shall be submitted to the secretariat of JSTT.

Article 19

All the assessment process must be completed within the current fiscal year.

G. Supplementary Provisions

Article 20

The administrative instruction stated herein shall come into immediate effect with authorization of the executive board.

Article 21

Amendment of the administrative instruction stated herein requires the decision of the Coordinator Committee and the authorization of the executive board.

Article 22

The Coordinator Committee shall have sessions to settle questions that may arise in the course of operating the Administrative Policies.